

RESIGNATION FINAL PAY CALCULATION

Payroll Department Statement

EMPLOYEE DETAILS

Employee Name:		Employee ID:	
Department:		Job Title:	
Resignation Date:		Last Working Day:	
Pay Period:		Calculation Date:	

EARNINGS & ACCRUALS

Description	Hours/Days	Rate	Amount
Final Period Regular Salary / Hours Worked			
Unused Accrued Annual Leave / Vacation Pay			
Overtime Pay			
Notice Period Pay (if applicable)			
Commission / Bonus / Allowances			
Gross Earnings:			

DEDUCTIONS & RECOVERIES

Description	Amount
Income Tax	
Social Security / Pension Contributions	
Company Property Not Returned (Chargeable)	
Salary Advance / Loan Recovery	
Other Deductions	
Total Deductions:	

FINAL SETTLEMENT SUMMARY

Gross Earnings Total:	
Total Deductions Total: (-)	
Net Final Pay:	

Prepared By (HR/Payroll)

Date: _____

Approved By (Manager)

Date: _____

Employee Acknowledgment

Date: _____